NPT/CONF.2020/PC.I/INF/1/Rev.1

Preparatory Committee for the 2020 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons

8 February 2017

English only

First session
Vienna, 2-12 May 2017

Information for participation by non-governmental organizations

The present document provides preliminary information for non-governmental organization (NGO) participants. Any necessary additional information will be provided closer to the date of the session. Documentation and other information, as it becomes available, will be posted on the 2017 Preparatory Committee website (http://www.un.org/disarmament/wmd/nuclear/npt2020/prepcom2017/).

Date: 2 to 12 May 2017[1]

Opening plenary meeting: Tuesday, 2 May at 10 a.m.

Place: Conference room M1
Vienna International Centre
Vienna

[1] United Nations facilities will be closed on Monday, 1 May 2017.

17-01845 (E) 100217

Please recycle

I. Provisions for the attendance of non-governmental organizations

1. Based on the practice of the previous preparatory committees and on the relevant rules of procedure of the 2015 Review Conference, which will apply provisionally for the session of the Preparatory Committee until a final decision on this matter is taken, representatives of NGOs shall be allowed, upon request, to attend the meetings of the Committee other than those designated closed, to be seated in the public gallery, to receive documents of the Committee and, at their own expense, to make written material available to the participants in the Committee. The Committee will also allocate a meeting for NGOs to address the Committee.

II. Practical arrangements for accreditation, registration and issuance of identification badges

Accreditation

2. All requests for accreditation must be received by the United Nations Office for Disarmament Affairs before **10 March 2017**. Such requests should be made through the United Nations Civil Society Network (CSO-Net) by filling out an online accreditation form available at http://bit.ly/2020NPT_P1Acc.

3. Please follow the instructions on the website. It is advisable to check first if your organization already has a profile on CSO-Net, by searching the profile database at http://esango.un.org/civilsociety.

4. If your organization is not part of CSO-Net, please create your organizational profile at http://bit.ly/1hqZ000.

5. In so doing, make sure that you select "Special event/application for consultative status with ECOSOC"[2] at "Main Objective" regardless of your status with the United Nations to ensure that the information is transmitted to the CSO-Net administrator. This is for database management purposes only.

6. Those NGOs that have requested accreditation as stated above will be informed by the Office for Disarmament Affairs by e-mail before **17 March 2017** of the outcome of their request for accreditation to the Committee. Please bear in mind that individuals requesting accreditation, as well as those planning to attend side events, must be at least 18 years of age. For questions relating to accreditation, please contact Ms. Haruka Katarao (haruka.katarao@un.org).

[2] The consultative relationship with the Economic and Social Council is governed by Council resolution 1996/31, which outlines the eligibility requirements for consultative status, rights and obligations of NGOs in consultative status, procedures for the withdrawal or suspension of consultative status, the role and functions of the Committee on Non-Governmental Organizations, and the responsibilities of the United Nations Secretariat in supporting the consultative relationship. Consultative status is granted by the Council upon recommendation of the Committee on Non-Governmental Organizations, which is comprised of 19 Member States.

Registration and issuance of identification passes

7. Incomplete registrations and registrations received after the deadline will not be processed. The Secretariat can no longer grant last-minute requests from non-governmental organizations for guest or visitor passes.

8. The registration process involves two steps: online pre-registration and on-site registration of representatives.

9. NGOs that are provisionally accredited to the meeting must pre-register the representatives whom they expect to attend the meeting by **14 April 2017** at http://bit.ly/2020NPT_P1Reg.

10. Online pre-registration will be available from **18 March to 14 April 2017** to organizations whose accreditation has been provisionally approved. Upon completion of pre-registration, you will be able to download a confirmation letter from CSO-Net. Please note that personal confirmation letter is required for on-site registration.

11. The confirmation letter will contain information regarding procedures for issuance of identification passes. Issuance of such passes will take place at gate one of the Vienna International Centre. For those who have up-loaded their pictures in advance, the passes can be collected from the area marked "Pre-printed conference passes". For those who have not uploaded their pictures in advance, passes will be issued at the Pass Office. Both locations are on the right-hand side after the entrance to gate one of the Vienna International Centre. Registration will open on 28 April from 8 a.m. to 4 p.m. Registration will continue until the end of the session of the Committee, on 12 May. While the United Nations facilities will be closed on Monday, 1 May, arrangements will be made for registration on that day from 10 a.m. to 2 p.m. It is recommended that representatives report on Friday 28 April to finalize their registration and identification pass processing, which will enable access on Tuesday, 2 May, in time for the start of the session. Representatives will need to have their passport and confirmation letter with them to collect the identification pass. For matters related to registration and issuance of identification passes, kindly contact Ms. Haruka Katarao (haruka.katarao@un.org).

III. Facilities for non-governmental organizations

12. In order to facilitate the participation of NGOs in the Committee, conference room M3, with a capacity of approximately 100 seats, will be made available for use by all accredited NGOs for their meetings, briefings, side events and for distribution of official conference documents to their representatives. The NGO Coordinator will be responsible for the allocation of time and availability of the room for NGO briefings and meetings.

13. NGOs are responsible for delivering, storing, distributing and removing their materials (including documents), as well as for all costs related thereto. The Secretariat does not receive or store any materials on behalf of NGOs. NGOs are advised to ensure that boxes or other containers can be easily opened for security inspection, upon request. The Secretariat will authorize the removal of materials judged to be inappropriate.

IV. Documentation

14. Official documents and statements of the Committee will be posted on the Preparatory Committee website at (https://www.un.org/disarmament/wmd/nuclear/npt2020/prepcom2017/).

15. Pending a decision by the Committee, NGOs may be allowed to display their documents and other information materials on a designated table. One copy of each document should be provided to the secretariat through the NGO point of contact, Ms. Ray Acheson, prior to public display. Ms. Acheson's contact details are provided below.

V. Presentations by non-governmental organizations

16. Without prejudice to a decision by the States parties as to the programme of work of the Committee, it is tentatively expected that a plenary meeting for NGO presentations will be held on Wednesday, 3 May 2017, from 3 p.m. to 6 p.m. As in the past, NGOs are requested to coordinate among themselves in deciding which representatives will address the Committee during the session allocated for NGO presentations. The designated NGO Coordinator, Ms. Ray Acheson, will provide a confirmed list of speakers, as well as a set of 25 copies of each presentation (for interpretation purposes) to the secretariat, not later than 3 p.m. on **2 May 2017**.

VI. Side events and exhibits of non-governmental organizations

17. The availability of space for side events during the session is limited. Side events that can be accommodated within the room allocated to NGOs will be scheduled by the NGO Coordinator. In order to coordinate the calendar of events held in the margins of the meetings of the Committee, the secretariat would be grateful to receive advance information on planned NGO events. It is important that this information be relayed as soon as possible, in particular if assistance is needed from the secretariat to facilitate arrangements. Any request for side events must specify the list of all necessary technical equipment and services. The provision of certain technical equipment and services will need to be paid for by the requesting NGO. The information should be transmitted to the secretariat by the NGO Coordinator by **31 March 2017**. NGOs must make sure that lecturers, presenters, speakers or any other invitees of their side events have valid security identification badges or register them as members of their own delegations to the Preparatory Committee.

18. Limited space is available for exhibits. Please contact Ms. Haruka Katarao (haruka.katarao@un.org) for requests for exhibit space and to enquire about the relevant details.

19. Organizations that plan to hold a side event with more than 100 participants utilizing United Nations facilities should complete the attached form and submit it directly to Ms. Haruka Katarao (haruka.katarao@un.org), before **31 March 2017**. The availability of the facilities is not guaranteed, and applications will be considered taking into account the needs and requirements of the applicant. Please

note that submission by e-mail becomes valid only upon acknowledgement of receipt by the secretariat.

VII. Contact person for non-governmental organizations

20. The secretariat has been informed that the designated NGO Coordinator in connection with NGO participation in the Committee is as follows:

Ms. Ray Acheson
NGO Coordinator
Reaching Critical Will
777 UN Plaza, 6th Floor
New York, NY 10017, USA
Tel: (1-212) 682-1265
Fax: (1-212) 286-8211
E-mail: ray@reachingcriticalwill.org

VIII. Letters of invitation and visas

21. The United Nations is not in a position to provide letters of invitation or letters to consulates requesting that NGO representatives be provided visas for travelling to Austria in order to attend the meetings of the Committee. It is the responsibility of NGO representatives to make their own arrangements for visas, travel and related costs.

NGO representatives checklist	*Deadline*
Requests for NGO accreditation sent to the NPT secretariat	10 March 2017
Notification by e-mail from the secretariat confirming to NGO representatives whether accreditation documentation was received in order and whether the name of their organization will be included in the list of submissions to States parties	17 March 2017
Request for NGO representative pre-registration	14 April 2017

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Side event request form (NGOs)

Please print details clearly and fill in all fields.
For events with less than 100 participants, please send this form by **31 March 2017** to Ray Acheson (ray@reachingcriticalwill.org).
For events with more than 100 participants, please send this form to Haruka Katarao (haruka.katarao@un.org) and a copy of it to (ray@reachingcriticalwill.org).

ORGANIZER'S PROFILE		
Name of the organization		
Head of the organization		
Main activities of the organization		
Website of the organization		
Any past NPT event		
EVENT PROFILE		
Title of the event		
Description of the event		
Proposed date*		
Proposed time and duration	From:	To:
Proposed venue		
Sponsors		
Speakers' names and affiliations		
PLANNING REQUIREMENTS		
Expected number of participants		
Need for assistance to obtain United Nations pass?	☐ Yes ☐ No	If yes, please specify their names and affiliations.
Necessary technical setup** (cost to be borne by the requestor)	☐ overhead projector	☐ other (please specify) _____
CONTACT INFORMATION		
Name of contact person		
Mail address		
Telephone		
Fax		
E-mail		
We agree to bear all costs incurred for the requested equipment and services Signed by: (Authorized representative of the requestor.)		Date:

* Please note, the VIC is closed on 1 May 2017. No meetings will be held.

** Each conference room comes equipped with projection facilities, one PC and a connected printer. WiFi is available throughout the conference premises.
Food and drink are strictly prohibited in the conference rooms. Activities involving food and drink are allowed only in designated areas.